ACMIS User Group Meeting Minutes

Date: Wednesday, December 15, 2004
Time: 11:00 AM-12:30 PM
Location: 1800 F Street, NW, Room 4201

Attendees:

Name	Organization	Telephone	E-mail
Sherry Booth	SRA	703-284-9491	sherry_booth@sra.com
Gayle Fischetti	Interior	202-208-6705	Gayle_Fisschetti@ios.doi.gov
Anne Hudson	DOJ	202-616-3759	Anne.d.hudson@usdoj.gov
Peggy Cox	State Dept		coxpa@state.gov
Theresa Elliott	DHS	202-772-5001	Theresa.Elliott@dhs.gov
Tracey Cross	OPM	202-606-2518	Tracey.cross@opm.gov
Al Matera	GSA		Al.matera@gsa.gov
Steve Curtis	devIS	703-525-6485	scurtis@devis.com
Alan Johnston	devIS	703-525-6485	ajohnston@devis.com

Review of Meeting Minutes – November 16, 2004

- Sherry provided copies of the minutes from November 16, 2004. Sherry advised Anne Hudson that Lesley Field of OMB would be contacting her to review suggestions for modifications to the 97.01 OFPP letter.

Update on Agency Implementation

- Sherry reported that she has contacted a number of agencies to discuss implementation in FY05.
- Tracey Cross of OPM is attending her first ACMIS User Group meeting and is getting started on implementing ACMIS at OPM.
- Gayle Fischetti reported that Department of Interior will begin the process of implementing ACMIS following the completion of DAU creation of new certification courses which will be adopted by the civilian agencies. The group discussed the importance of obtaining the DAU list of equivalencies. This issue is very important to the civilian agencies, by adopting the DOD equivalencies the civilian agencies will save a lot of time in identifying training taken in the 1980's that would meet the training qualifications currently. Sherry will discuss the request with Joanne Shore.
- Sherry has placed phone calls and sent e-mails to a number of other agencies to discuss implementation including; Department of Energy, HUD, Export/Import, Corporation for National and Community Service, and EPA.

Reports Training Update

Sherry reported that five separate reports training sessions were conducted with a total of eleven individuals participating. Comments and suggestion for improving the reports module have been compiled and will be reviewed by FAI.

Report Module Updates

Several members of the group were asked to give feed back on the reports that would be useful from the system. The DOT representative listed six reports that she currently receives from DOT's HR system. These reports are generated on paper and sent to her, she has no direct access to the HR system. She would like to get the same reports from ACMIS. The reports are:

- Report listing employees that are not and never have been certified at any level. She described the DOT's three levels of certification. Someone pointed out that the definitions of the three levels would be needed. Also, a general conversation took place regarding the fact that different agencies view the requirements for certification slightly differently particularly regarding the handling the grandfathering of GS-13s from before 2000. The exact calculation of certification needs to be established for each agency, if one definition for all agencies does not exist.

- Report listing employees who have warrants and their certification has expired. It was explained that DOT employees might be granted waivers and that if minimal training requirements are not met, the certifications will expire. Several members of the group stated that their agencies grant wavers for various requirements and for various lengths of time, with various requirements and restrictions. Also, other users commented that their warrants have expiration dates or get pulled manually. All of the various rules regarding these waivers will need to be collected.

- Report of employees with certification that will be expiring in the coming month.

- Report reflecting employees certified at an incorrect level.

- Report listing of degreed and non-degreed employees.

- Report of employees that have met their mandatory training.

Training reports – Quarterly or on-demand
There was also a long discussion about training definitions, which courses are considered equivalent to required courses, who decides whether courses are equivalent or not, whether the system could ever do this, etc.

- Who has a degree and who does not
- Who has 24 hours training and who does not
- Who as met mandatory training – Level 1, 2, 3 – or not
  (There was a long discussion about whether the levels will be standardized throughout all agencies to follow the DOD model during the coming year or not. If levels are not standardized, these reports could also be different for each agency.
- How many people, by region, need to take a particular mandatory training (related to people who must be certified, or whose certification may expire soon?)

Reports related to holding warrants – Quarterly or on-demand
- Keeping track of certification level in relation to holding warrants
- Keeping track of waivers – related to qualifications (degree, 24 hours, training) to hold warrants
- Tracking what qualification (degree, 24 hours, training) was waived, if any
- Reports by four different warrant levels: basic, simplified, intermediate, senior. For example:
  -Regional report showing all employees of a given GS level with a given warrant level. For example: Report showing Region X > GS-12s > with Intermediate warrant level, drilling down as you go.

Tracking COs and COTRs
- Tracking the COs and COTRs by agency and region

Clinger-Cohen Compliance Reports
The GSA representative had several comments about the ACMIS reports. He generally supported the requirement of the reports as identified by the DOT representative but he did have a request for a very specific report of GSA employees. He needs to have a report that will give him the following three things:

Percentage of total 1102s who are Clinger-Cohen Compliant
Percentage of grade 12 and below associates who are Clinger-Cohen Compliant
Percentage of grade 13 and above associates who are Clinger-Cohen Compliant

In addition to these summary numbers he would like to be able to see these counts by GSA region, and office. Also, it was commented that the current reports are "data dumps", he would like the ability to drill down into any of the number that are presented to see the details that make up the counts.

Generally all of the representatives support the need for the reports listed by the DOT representative, but there was considerable support for having reports that were customized and optimized for particular agencies.

The next ACMIS User Group meeting is tentatively scheduled for January 19, 2005 at 10:30 AM.